

TO:

All Principals

All Administrative Assistants

The following instructions and background information are to help you in compiling the timesheets that will be coming to you from your licensed personnel.

BACKGROUND INFORMATION

In accordance with [Utah Code 53F-7-203](#) the Utah State Legislature is again allocating up to 32 hours of educator-directed paid time to each school-based educator for the 2025-26 school year.

The following school-based licensed personnel are eligible for these paid hours:

1. General education and special education teachers
2. School counselors
3. School administration
4. School specialist
5. Student support
6. School psychologists
7. Speech language pathologists
8. Audiologists

Jordan District has also made OT/PTs and school nurses qualify for this allocation.

This is one-time money made available only for the 2025-26 academic year and is retroactive to work completed from July 1, 2025.

Eligible educators can submit a maximum of 32 hours for work that is not already compensated. The awarded amount is determined by the FTE of the employee.

Each of the following activities are allowable uses of educator paid professional hours under [Utah Code 53F-7-203](#).

- Increasing knowledge of academic subjects
- Time planning and preparing daily lessons based on student needs
- Analyzing data to understand how students learn
- Collaborating to advance the school/district improvement plan(s)
- Addressing personal, specific needs identified in observations or other feedback
- Analyzing student work and achievement from multiple sources
- Advancing the understanding of effective and evidence-based instructional strategies
- Increasing knowledge of teaching skills
- Using data and assessments to inform and instruct classroom practice
- Unpaid training and classes
- Other (with supervisor approval)

PRINCIPAL/ADMINISTRATIVE ASSISTANT INSTRUCTIONS

Principals and administrative assistants have 11 assignments:

1. Assign a designated person to oversee this program. Add their name to the google sheet.
2. Make sure the plans are turned in on or before September 30, 2025.
3. All plans must be logged (with the date received), by the designated person, no later than Oct 31, 2025 on the provided google sheet.
4. Provide time for eligible staff to complete the plan.
5. Gather and track the timesheets as licensed employees complete them.
6. Make sure teachers follow through.
7. Add the actual number of hours the employee worked, (up to a maximum of 32 hours, which is determined by the FTE of the employee) after you receive the timesheet.
8. Verify that all employees, that are eligible, have turned in their timesheet on or before April 10, 2026.
9. If an employee works at multiple sites, the school listed as the check location is to track the timesheet for that employee.
10. If an employee changes locations during the school year, the administrative assistant for the new location must collect the timesheet and log it by the April 10, 2026 deadline.
11. Keep the plans and timesheets on file at your location for auditing purposes.

Eligible licensed personnel must turn in their plan to the principal or administrative assistant (designated person) on or before September 30, 2025.

Principals are asked to give time in a meeting at the beginning of the year for eligible staff to fill out the Professional Hours Plan and turn it in.

A google doc (school name – Educator Directed 32 Hours 2025-26) will be shared to each individual school to be used in tracking the plan as well as the timesheet. Please use this original google doc to track the hours. Do not create your own form.

- Administrative assistants, or other designed person will add
 - the school location,
 - names of the employees,
 - employee ID (six digit #),
 - FTE of the employee (the awarded amount is determined by the FTE of the employee; 1 FTE = 32 hours, .5 FTE = 16 hours,
 - *****the items above will be prefilled. Please double check to make sure all employees are listed correctly for your school,**
 - date that you received the plan,
 - finally, the date when you have received the timesheet
 - and the hours to be paid (**once you have received the final hours worked**).

Payroll will access these sheets after April 10, 2026 to pay the individual employees in their May 2026 paycheck.

Due to the fact that the legislature funded this initiative at the state's average teacher salary, the actual payout for Jordan School District employees will likely be less than the eligible employee's hourly rate.

To qualify for and receive payment for the awarded amount up to 32 hours, each eligible educator must do the following:

1. Complete the attached plan and submit it to their principal/supervisor on or before September 30, 2025.
2. Keep track of the hours worked on the attached timesheet.
3. When hours are complete, sign, date, and submit the timesheet to the principal/supervisor.

Completed timesheets may be turned in when the hours are finished but must be received by the principal/supervisor no later than April 10, 2026. Amounts will be paid in the May 2026 paycheck.

The school may prorate the paid professional hours of an educator who begins employment after September 30 according to the portion of the school year for which the educator is employed. The Educator-Directed Paid Professional Hours PLAN must be completed, and logged on the google doc, when the employee is hired.

If you have any questions regarding employees that are hired after the first of the year, or any other questions please reach out to Nadine Page, nadine.page@jordandistrict.org or 801-567-8182.